MEMORANDUM
State of Arizona
Department of Homeland Security

Governor Jan Brewer

Director Gilbert M. Orrantia

TO: AZDOHS Operation Stonegarden Grant Program Subgrantees

FROM: AZDOHS

DATE: Wednesday, July 09, 2014

RE: Overtime and Mileage Reimbursement Request Packets

In a continued effort to reduce paperwork and costs associated with OPSG overtime and mileage reimbursement requests, the AZDOHS would like to remind stakeholders of the policy regarding documents required when submitting a completed reimbursement packet to be processed.

Items Required

1. OPSG Signed Validation Form:
   a. This is a continuous form. It is possible, allowable, and highly suggested to include multiple days on one form, which can be carried through until the end of the reporting period. Stakeholders should not send one form per day worked (for example, one form for the 1st day of the month, one form for the 2nd day of the month, etc.).

2. Daily Activity Report (DAR):
   a. This form includes twelve lines for up to twelve individuals working on any one day. Please use one form (or possibly more, depending on how many individuals are working on that particular day) per day, inclusive of all personnel being reported on. Stakeholders *should not* send one form per individual per day if there is more than one individual working (for example, if ten individuals worked on the 10th of the month, put all individuals on one form, not on ten separate forms).

3. Reimbursement Request From.
   a. A properly completed reimbursement request form includes the correct reporting period for which the reimbursement is being submitted for, along with the correct documentation to support that reporting period. This means that if reimbursement is being requested for the two pay periods, Validation Forms and DAR's should coincide with those dates.
   The amount that is being requested for the reimbursement (the amount in the "Current Period" column, **MUST** be carried over into the "Year to Date"

column and added to that column. Contract Budget amount less Year-to-Date amount equals the Budget remaining amount.

4. Proof of Payment:
   a. Proof of payment can be in the form of copies of checks, or copies of payroll register for the period which reimbursement is being requested for. The register should show hours worked, withholdings and deductions and benefits paid.
   b. This information must be printed from an official payroll system and it must be traceable back to the agencies' official accounting system. It cannot be reproduced and presented in any other software package, such as Excel, Word, etc.

Including a summary report; which recaps all personnel expenses being requested reimbursement on (O/T and ERE), is also suggested and may help to expedite payment.

Unnecessary Items (Do Not Submit):

The following documentation is not required with the reimbursement packet, but should be maintained internally by the agency:

1. Overtime approval slips
2. Individual time sheet/time cards
3. Agency General Ledger printouts

Submitting Reimbursement Requests:

Per the subgrantee agreement, "subrecipients shall provide as frequently as monthly but not less than quarterly requests for reimbursement."

To clarify this requirement, requests for reimbursement **shall** be submitted to include between two and six pay periods; no less and no more. Reimbursements should be submitted no more than one time per month or no less than every three months. If no expenses have been incurred, then no reimbursement is required.